

Description

The Senior Scientific Manager Return to Research (RTR) Program allows the senior scientific manager to make a transition to technical work from a senior management position. The program is intended to encourage scientific and engineering Staff Members to experience a varied career pattern, to develop a cadre of experienced managers among the non-supervisory staff, and to facilitate the change of a scientific Staff Member from a management to a non-management position.

Eligibility

- The candidate must be a senior scientific manager at division level or above.
- The individual must previously have been active in scientific or engineering research or development at this Laboratory or at one or more other recognized research institutions.
- Senior scientific managers who elect to make a transition into another management position or lower-level managers who elect to return to research are not covered by the RTR Program.

Length of Program

The maximum period of time an individual may be in the RTR Program is 2 years.

Contact: Yolanda Sanchez, HR Staffing Services Group, 665-2430, MS P219.

How to Apply

The candidate must submit a Return to Research Program Approval form (*attached*) and a memorandum addressed through the immediate supervisors of the current and proposed organizations to the Director that includes the following:

- Description of the proposed work to be performed and the proposed organizational assignment.
- Statement of the relevance of the topics or projects to the Laboratory's mission
- Statement of the immediate and long-range benefits to the proposed Laboratory program.
- Specific period requested (not to exceed 2 years), and
- Detailed level of funding requested to include salary, fringes, and materials and supplies for 1 year.

Approvals

The request must be reviewed and recommended by the appropriate supervisor(s). The cognizant Associate Director/Deputy Director and the Controller must review the proposal, and final approval must be received from the Director's Office. The HR Staffing Group will coordinate the request.

Laboratory policy for the Return to Research Program (RTR) can be found in [am413](#) of the [Policy Manual](#).

Name	Present Title	Current Organization	
Proposed Project/Topic			
Proposed Organization	Beginning Date	Ending Date	Level of Funding Requested

Employee Signature

Date

Present Division/Program Director's Signature

☐ **Approve**

☐ **Disapprove**

Date

Present Associate Director/Deputy Director Signature

☐ **Approve**

☐ **Disapprove**

Date

CFO Division Director

☐ **Approve**

☐ **Disapprove**

Date

Proposed Division/Program Director's Signature

☐ **Approve**

☐ **Disapprove**

Date

Proposed Director/Deputy Director Signature

☐ **Approve**

☐ **Disapprove**

Date

Director's Signature

☐ **Approve**

☐ **Disapprove**

Date

Please attach supporting memo per A.M. 413